

BY-LAWS
CONFERENCE OF LOCAL HEALTH OFFICIALS

ARTICLE I - Name

The name of this organization is the Conference of Local Health Officials (henceforth referred to as "CLHO" or the "Conference").

ARTICLE II - Purpose

The Conference shall, in accordance with Oregon Revised Statute (ORS) 431.330 through 431.385 and Oregon Administrative Rule (OAR) 333-014-0040 through 333-014-0070:

- A. Represent the interests of local public health authorities and health officers in decision making, accountability and leadership of Oregon's public health system.
- B. Consult with Oregon Department of Human Services (DHS), Public Health Division on the establishment of elements of local annual plans, and an appeals process whereby a local health authority may obtain a hearing if its plan is disapproved.
- C. Approve funding formula and funding formula decisions required of DHS/Public Health Division.
- D. Approve DHS/Public Health Division-adopted minimum standards governing education and experience for professional and technical personnel employed in local health departments
- E. Approve DHS/Public Health Division-adopted standards governing the organization, operation, program indicators, duties and extent of activities which are required or expected of local health departments to carry out their responsibilities in implementing public health laws and rules.
- F. Encourage accomplishment of those Public Health standards either by the local Public Health authority, or by DHS, Public Health Division in direct service counties.

ARTICLE III - Membership

- A. In compliance with ORS 431.330, the Conference of Local Health Officials (CLHO) shall consist of one Local Health Administrator of each Oregon Local Public Health Authority (LPHA), all local health officers and such other local health personnel as described in these bylaws.

ARTICLE IV - Officers

- A. All terms of office shall be for two (2) years from date of election.

- B. Per ORS 431.330, elective Officers shall consist of a Chairperson, Vice Chairperson and Secretary.
- C. Election of Officers shall normally occur at the annual (fall) meeting in every odd-numbered year.
- D. The Nominating Committee shall present a slate of officer candidates at the time of the election. Nominations may also be made from the floor for each of the offices at the time of election.
- E. Duties:
 - 1) Chairperson - Presides at meetings of the Conference and of the Executive Committee. Performs all duties prescribed by these bylaws. Shall appoint, with the approval of the Executive Committee, members to attend any meetings of state organizations or agencies as may be necessary to adequately represent the interests of the Conference.
 - 2) Vice Chairperson - Serves as Chair in the absence or incapacity of the Chair and assures that the bylaws are followed.
 - 3) Secretary - Responsible for maintaining and reviewing records of Conference meetings, Conference actions, and official correspondence.

ARTICLE V - Caucuses

The following caucuses have been established to address issues related to special fields in public health. These caucuses shall report to the Conference and its Executive Committee.

- A. Public Health Administrators (PHAO) Caucus - shall consist of all county Health Administrators appointed under the requirements of ORS 431.418.
- B. Association of Oregon Public Health Nursing Supervisors (AOPHNS) - shall consist of all county designated public health nursing directors, managers or supervisors.
- C. Conference of Local Environmental Health Supervisors (CLEHS) - shall consist of all county designated Environmental Health directors, managers or supervisors.
- D. Health Officers Caucus - shall consist of all county designated Health Officers.

ARTICLE VI - Committees

- A. Executive Committee:
 - 1) The committee shall consist of ten members including:

- a) The three elected officers specified in Article IV;
 - b) One member recommended by each of the four caucuses specified in Article V from each respective caucus membership; and
 - c) a total of three At-Large members recommended by the Nominating Committee and voted on at the annual (fall) election meeting . At-Large members will come one from a small (Under 50,000 population), one from a medium (50,000-140,000 population and one from a large (Over 140,000 population) county.
- 2) Per ORS 431.330, the chairperson of the Conference shall appoint the members of the executive committee described in Article VI., A., 1), b) and c) above after consultation with the Director of Human Services.
 - 3) All terms are for two years, beginning and ending with the annual (fall) meeting every odd-numbered year.
 - 4) Vacancies in positions on the committee will be filled by appointment following recommendations at the next annual meeting or special membership meeting within 4 months of vacancy whichever occurs first, or in the case of caucuses, following recommendation of the affected caucus.
 - 5) The Executive Committee shall meet regularly with the Administrator and Executive Team of DHS/Public Health Division to encourage shared leadership of Oregon's public health system.
 - 6) A quorum shall consist of not less than six members of the Committee, or if vacancies exist, one-half of the Committee members, plus one.
- B. Other committees shall be appointed by the Conference Chair, with the approval of the Executive Committee, as follows:
- 1) Nominating Committee: Shall consist of five members, with a Committee Chair appointed by the Conference Chair. The Committee membership shall have representation from the four caucuses and shall:
 - a) Request recommendations for nominations from each of the caucuses and designated voting representatives of LPHAs.
 - b) Nominate at least two candidates for each of the officer positions - Chair, Vice Chair and Secretary, and each of the three at-large positions.
 - c) Prepare a ballot to be sent to each county thirty (30) days prior to the Annual Meeting for the year in which elections are held.
 - d) Establish a method for tabulating the ballots prior to the Annual Meeting.
 - 2) Public Health Standards and Quality Assurance Committee: Shall consist of at least five members, one of whom shall be named as Chair. This committee shall:

- a) Develop criteria and standards which may serve in the evaluation of local public health programs.
 - b) Undertake such other specific assignments as may be directed by the Executive Committee.
- 3) Funding Formula Committee - shall work jointly with DHS/Public Health Division to develop and recommend to the Executive Committee formulas for distribution of funds among the LPHAs.
 - 4) Maternal Child Health Committee-shall work jointly with DHS/Public Health Division to develop program design and operations recommendations to the Executive Committee.
 - 5) Epidemiology/Communicable Diseases Committee-shall work jointly with DHS/Public Health Division to develop program design and operations recommendations to the Executive Committee.
 - 6) Chronic Disease Committee-shall work jointly with DHS/Public Health Division to develop program design and operations recommendations to the Executive Committee.
 - 7) Public Health Emergency Preparedness Committee-shall work jointly with DHS/Public Health Division to develop program design and operations recommendations to the Executive Committee.
 - 8) HIV Committee-shall work jointly with DHS/Public Health Division to develop program design, operations and funding distribution formula recommendations to the Executive Committee.
 - 9) Information Technology Committee-shall work jointly with DHS/Public Health Division to develop information technology design and operations recommendations to the Executive Committee.
 - 10) Environmental Health Committee-shall work jointly with DHS/Public Health Division to develop program design and operations recommendations to the Executive Committee.
 - 11) Other committees - may be appointed by the Conference Chairperson as required.
- C. Each Committee is expected to annually present to the full membership a current status report and identify future issues and a strategic plan to address those issues.

ARTICLE VII – Meetings, Quorum and Voting

- A. Meetings shall be conducted in accordance with the Revised Roberts Rules of Order, except as otherwise provided in these bylaws.
- B. In accordance with ORS 431.335, the Conference shall hold an annual meeting at a place, day and hour determined by the Executive Committee and the Director of Human Services.
- C. The Conference hold a minimum of six regular meetings per year in Portland or Salem, Oregon, or other locations agreed upon at the Annual meeting, at a date and time set by the Executive Committee, or the Director of Human Services.

- D. All meetings shall require at least 14 days written or emailed advance notice to all members and such notice shall include major topics for discussion or action.
- E. Each Local Public Health Authority (LPHA) has one voting representative to the Conference. The voting representative is the local health department or district administrator. In the event that a local health department administrator chooses to designate a voting representative, he or she shall submit to the Conference Chair the name of their appointed voting member within one month of adoption of these by-laws and then annually one month prior to the Annual Meeting.
- F. A quorum at any regular or special meeting shall consist of one-half plus one of the designated voting representatives of the total LPHAs in Oregon. Attendance may be in person or by videoconference or other agreed upon and available technology that complies with statutory requirements for public meetings.
- G. When a quorum of the full Local Health Authority voting membership exists, decisions are made by majority vote of the members present, except for bylaws changes discussed in Article IX.
- H. In the absence of a quorum of the full Local Health Authority voting membership, the Executive Committee may convene in person or by videoconference or other agreed upon and available technology that complies with statutory requirements for public meetings. In such cases, when a quorum of the Executive Committee exists (Reference Article VI, A., 6.), decisions will be made by a majority vote.
- I. Proposals brought by one of CLHO's designated committees or CLHO members for approval by CLHO may appear on the consent agenda and be approved by consent (i.e. not discussed or individually voted upon). Any voting member may request that any such proposal be taken off the consent agenda when that member identifies a substantive cause for discussion and vote. Substantive cause includes: Proposal may violate Federal, Oregon or Local statute or rule; failure of the designated committee to supply sufficient written information describing the issue, relevant data and/or rationale for the recommendation by at least 5 working days prior to the Conference meeting; potentially significant adverse public reaction to the recommendation; or other reasonably compelling cause for discussion and individual vote.

ARTICLE VIII - Dissolution

In the event the Conference is dissolved, any and all assets of the Conference shall be distributed to one or more private non-profit public health service agencies, associations and/or Coalitions registered in Oregon. Designation of recipients shall be accomplished by vote of the Executive Committee.

ARTICLE IX – Changes to the Bylaws

The bylaws of the Conference may be altered, amended, revised or repealed and new bylaws may be adopted by the affirmative vote of 2/3 of the members present at any regular meeting of the Conference. Notice of intent to amend the bylaws shall be sent to each member with the agenda for the regular meeting at which the vote takes place and not less than ten (10) business days before the meeting.

Adopted this 16th day of November, 2006

Signed this 16th day of November, 2006

Dave Houghton
Chair, Conference of Local Health Officials

I attest to the adoption of these bylaws:

Frances Smith
Vice Chair, Conference of Local Health Officials